

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 03-003

TO: School District Superintendents, Principals, and Head Teachers

FROM: Maggie Singler

DATE: July 12, 2002

SUBJECT: July 15, 2002 Basic calculations for Equalization Assistance Report (APOR 55 - 1) and Equalization Assistance and Additional State Aid Detail Report (APOR 64)

The July 15, 2002 apportionment reports for your school district are posted on your district's home page on the ADE web site (<http://www.ade.az.gov/districts/default.asp>). Hard copies of these reports will not be mailed. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>. If you have any questions regarding the content of your reports please contact me (602) 542-8244 or e-mail msingle@ade.az.gov.

Instructions and forms to request an advance of state aid are available on ADE's web at <http://www.ade.state.az.us/schoolfinance/Forms/DistCashAdv/>. Please be advised that districts will not receive an equalization assistance payment in August or November (A.R.S. §15-973).

Please be sure to submit the district-wide budget, the school by school budget (if you have more than 1 school) and the worksheets when submitting budgets. Items such as the increase to the BSL for audit expenditures, eligibility for Rapid Decline, Type 03 Tuition, etc are dependent on the submission and successful processing of all applicable files. These items will be included in the September apportionment calculation. (Submit all budget files at <http://www.ade.az.gov/districts/default.asp> . **COMMON LOGON** username and password are required.) If you need assistance uploading budget items, contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc> .

cc: County School Superintendents

July 15, 2002